

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

DIRECTOR'S REPORT

December 9, 2016

*Background notes for Monday, December 12th
Park and Recreation Commission Agenda*

MEETING GUESTS

The Town Manager will be attending the meeting to specifically discuss two projects: the Eversource request for easement on the former gravel pit, and the feasibility study for Fire Station # 2 and the need to find a temporary location during future construction. The study is being conducted by Kaestle Boos Associates. PPBC Project Manager is shifting from Mike Retzky to new Project Manager Stephen Gentile.

Eagle Scout candidate Ryan Coen will also attend, and during the Program Report, present a brief overview of the kiosk project that he completed at the Rail Trail this summer.

UPCOMING MEETINGS

Town Manager Operating Budget Review with Park and Recreation Department

Monday, November 28th at 5:15 PM at Town Hall – *when available, Chairman and Vice Chairman attend*

Park and Recreation Commission Meeting

Monday, December 19th at 7 PM at PSAB – Charles River Room

Finance Committee

Wednesday, January 4th at 7 PM at Town Hall – Selectmen's Chambers

Park and Recreation Commission Meeting

Monday, January 11th at 7 PM at PSAB – Charles River Room – *includes Field Scheduling Summit*

Community Preservation Committee

Wednesday, January 11th at 7:30 PM at Town Hall – Highland Room – *will not be presentation evening for Rosemary Recreation, but liaisons will give overviews on all proposals under review*

MEMORIAL PARK FEASIBILITY STUDY

The consultants for the study, Winter Street, have been doing a thorough review of building conditions, and gathering information on how the building and park are used, today. Project Manager Mike Retzky and Winter Street will meet with the Trustees of Memorial Park at their December 14th meeting, which starts at 7 PM. The Trustees need to provide some guidance so that Winter Street can present some possible options for the building.

ASA SMALL DIAMOND

Parks and Forestry Superintendent Ed Olsen, Needham Baseball and Softball representative Paul Siegenthaler, MUSCO Lighting representative Mike Barry and I met at Asa Small diamond at DeFazio this week to begin the process of gathering information on what it might take to install athletic field lights on that 60' diamond.

MILLS RESTROOM

The restroom building was put in place on December 2nd, and connections were made this past week. Inspections were being done, today. The final spring portion of the project will be adding the ADA access to the door, but the unit itself will be ready for use after spring thaw.

CPC PROCESS

The CPC will be meeting on Wednesday, December 14th. They will review each of the proposals that was submitted by the December 1st deadline to determine if the projects are eligible. They do not discuss the merits of the proposals at this stage. The CPC Chairman will appoint 1-2 liaisons to each project. Between December 14th and their next meeting on January 11th, the liaisons will contact the proponents to starting learning about the projects so that an initial review can be provided at the January 11th meeting. Most years, the CPC will then invite proponents to attend one of the next two meetings, for a more in-depth project explanation. Some projects that are more complicated may take more than one meeting for review. The tentative schedule will have a public hearing on March 8th at which the proponents present the projects to the public, and the CPC listens to questions/comments from the public. It is anticipated that the CPC will vote on which projects to recommend to Town Meeting. The CPC is not held to recommending the amount of funds requested by each proponent, but is able to recommend the requested amount, less than the requested amount, or more than the requested amount. At Town Meeting, the vote is to approve or not to approve. Unlike other Town Meeting articles, there are restrictions to making amendments to the CPC recommendation.
